

9. Probability of your Attending the course, If admitted. Please tick (✓) the Appropriate box
- | | | | |
|-----|--------|-----|---------|
| (a) | 100% | (b) | 90-100% |
| (c) | 80-90% | (d) | 70-80% |

10. Only limited funds are available for payment of TA to selected candidates. However, you may arrange your T.A. from your sponsoring institute or bear it on your own. Some Candidates are admitted under this provision, where it is not possible to pay T.A. because of limited funds. Therefore, under this clause state that in case of selection, will you arrange your T.A. expenses. Through:

- (i) Your own personal resources (Yes / No)
- (ii) Your employer / college (Yes / No)

Date : _____ Signature of applicant

Note :

- This application form should reach QIP Office latest by **5.6.2009**.
- Please do not come to Roorkee to attend the course unless you have received admission letter or intimation from us for the same. No applicant will be admitted to the course on the spot.
- Please note that in the course 100% attendance is compulsory.

SPONSORSHIP CERTIFICATE

The applicant will be permitted to participate in the above programme, if selected. Further, I have personally talked to the applicant and he/she seemed to be sure to attend the course, in case the admission is offered to him/her.

This is to certify that this institute is recognized by AICTE.

Date : _____ Signature
Sponsoring Authority
(Principal / Director)

SEAL

Objectives of the Course

The course is intended to familiarize participants with the inevitability of being armed with effective communication skills to develop leadership in order to survive in a techno savvy world. Communication these days is the buzz word and hence the ability to handle difficult times in organization amounts to the success of professionals. Today professionals have to compete globally and hence they have to be extra cautious while communicating. The different subtleties of communication can help them avoid conflict, confrontation, and chaos. Moreover, because of their unfamiliarity with various subjects can make them sensitive at times. In a global world, we have to communicate globally to negotiate, to deal and to enable our discussion reach its desired destination. The world today needs leaders who should not only speak or write better but should also clarify, convince and come up with innovative ideas. An ill conceived thought, a poorly drafted correspondence, a hasty and clumsy report or an unorganized presentation can slacken the growth of organizations and individuals too. Communication lines continue to open and as Corporate, we have to expand. As societies undergo transition, so does culture, both in its popular form and in its deepest fabric. The rapid changes of the post-technological, post-modern society on the info-tech highway spawn new thoughts, new lingo, newer departments, and ever changing styles of day-to-day life and time. Societies, too, grope to annex and reconcile with its ancient and new cultural identities.

Course Contents

- *Communication Skills: Objectives, form & function*
- *Communication & Corporate world*
- *Communicating without words*
- *Communication types, Importance & Barriers*
- *Nuances of Business Correspondence*
- *Role of Listening in Communication Situations*
- *Leadership Strategies*
- *Group Dynamics & Corporate Communication*
- *Job Stress: Reasons & remedies*
- *Successful Presentations*
- *Successful Interviews: Act or tact*
- *Riding the Stairs with Effective Pronunciation*
- *Communication behaviour & Ethics in organizations*
- *Sample Presentations*

Course Coordinator(s):

Dr. Binod Mishra Assistant Professor Department of HSS IIT Roorkee-247667 Ph: 01332-285895 mishra.binod@gmail.com M: 9410328125	Prof. Pashupati Jha Professor Department of HSS IIT Roorkee-247667 Ph: 01332-285306 pashufhs@iitr.ernet
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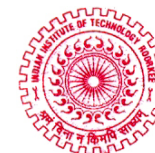


**AICTE SPONSORED
SHORT TERM COURSE**

*Role of Communication Skills
&
Leadership in Corporate World*

Organizing Department

**Department of Humanities & Social
Sciences
Indian Institute of Technology
Roorkee
29.6.2009 to 3.7.2009**



**QUALITY IMPROVEMENT
PROGRAMME CENTRE
INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE - 247 667 (Uttarakhand)**

Phone: (01332) 285241 & 284341
Fax : 01332 - 273560
Email : qip@iitr.ernet.in

General Information

Indian Institute of Technology, Roorkee is organizing a course on “**Role of Communication Skills & Leadership in Corporate World**” from **29.6.2009 to 3.7.2009**. The course is open to teachers from AICTE recognized engineering and management colleges approved by AICTE.

Only limited seats are available in this course. Merit and availability of funds will be taken into consideration while selecting candidates. The application on the enclosed form duly signed by the sponsoring authority, should reach QIP Office latest by **5.06.2009**. The candidates will be informed of their selection in advance.

Candidates admitted will be provided free lodging and boarding. The boarding and lodging arrangement for all the participants is made in IIT Guest House and its use is compulsory. Those participants not availing this facility will not be entitled to any rebate. Family accommodation is not available on campus. However, one may make his/her own arrangement in city hotels at his/her own expense. T.A. will be provided to some participants depending upon the availability of funds.

While boarding and lodging is given free, admission is also given to participants who will bear TA on their own or charge the same to their respective institutes. If so, please mention the same in the application form.

Applications on attached form with due sponsorship should be sent at the address given below. In case, sponsorship is likely to take time, one can send an advance photo copy so as to reach before the due date by fax or speed post. However, no candidate will be admitted without due sponsorship.

Note: Since funds for TA are limited, it may not be possible to admit many candidates from very long distances.

About Roorkee

Roorkee is located at the foothills of Himalayas in the Uttarakhand State. The Railway Station is on the main line of Northern Railways having direct links to Delhi, Mumbai, Calcutta, Amritsar, Jodhpur and Ganganagar. The place is also within easy reach from Delhi, by road (180 km) and is located on Delhi - Haridwar and Delhi - Dehradun bus routes. Roorkee is ideally located near several tourist places like Dehradun (70 km), Mussoorie (100 km), Haridwar (32 km) and Rishikesh (52 km).

List of Short Term Courses during 2009-2010

Name of Course Coordinator	Department	Course Title	Duration
Dr. Ila Gupta	Arch. & Planning	Elements of Art in Engineering Education	May 25 – 29, 2009
Dr. D. K. Nauriyal Dr. S. P. Singh	Humanities & Social Sciences	Research Methodology & Quantitative Techniques With Software Applications	June 8 – 12, 2009
Dr. I. D. Mall	Chemical Engineering	Environment Health & Safety Management	June 15 – 19, 2009
Dr. Pramod Agarwal Dr. S.P. Gupta	Electrical Engineering	Improved Quality AC/DC Converters	June 15 – 19, 2009
Dr. A. J. Mishra Dr. Nagendra Kumar Dr. Samita Jha	Humanities & Social Sciences	Interrogating Culture & Practicing Communication	June 22 – 26, 2009
Dr. P. K. Garg Dr. S. K. Ghosh Dr. R. D. Garg	Civil Engineering	Engineering Applications of High Resolution Satellite Images	June 22 – 26, 2009
Dr. Binod Mishra Dr. Pashupati Jha	Humanities & Social Sciences	Roll of Communication Skills & Leadership in The Corporate World	June 29 – July 03, 2009
Dr. R.S. Anand Dr. Vinod Kumar	Electrical Engineering	Biomedical Signal Processing	June 29 – July 03, 2009
Dr. K. M. Singh Dr. B. K. Gandhi	Mechanical & Industrial Engg.	Computational Fluid Dynamics	July 6 – 10, 2009
Dr. S.P. Harsha Dr. Satish C. Sharma Dr. Pradeep Kumar	Mechanical & Industrial Engg.	Sound & Vibrations: Fundamentals, Measurements and Diagnostic Analysis	July 6 – 10, 2009
Dr. K. L. Yadav	Physics	Nanoscience & Nanotechnology	July 13 – 17, 2009
Dr. P. M. Pathak Dr. B. K. Mishra	Mechanical & Industrial Engg.	Computer Aided Design in Mechanical Engineering Curriculum	Oct. 5 – 9, 2009
Dr. N. Sukavanam Dr. R. Balasubramanian	Mathematics	Vision, Graphics & their Applications	December 21 – 25, 2009
Dr. Parmanand Bera Dr. Manish Shrikhande	Mathematics Earthquake Engineering	Applied Numerical Methods	December 21 – 25, 2009

Note: Please submit your application form at least 30 days in advance from the date of starting of the course. Use the format as attached below:

Application Form for
Short Term Course (STC)

on

Role of Communication Skills & Leadership in Corporate World Duration **29.6.2009 to 3.7.2009**

(You may get this form enlarged by Xeroxing on A4 Size paper or download Application Form from website : www.iitr.ernet.in for submission of your application)

After Completion, Please Mail to : Dr. Vinod Kumar Coordinator Q.I.P. Centre, I.I.T. Roorkee ROORKEE – 247667 (Uttarakhand) Phone : (01332) 285241 & 284341 Fax : (01332) 273560 Email : qip@iitr.ernet.in	Affix Passport Size Photograph
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- Name : Ms./Mr.
(In Block Letters)
- Designation :
- Age (Years) :
- Residential address with pin code, telephone no., mobile

Tel : _____ Mobile : _____

- Complete official mailing address :
(Including name of state and pin code number)

Email : _____
Phone (Off.) _____ Fax : _____

- Name of the Institute where employed :
- Name of the Department:
- Highest Academic Qualification:
- Specialization:
- Teaching Experience in Years :
- No. of STCs Attended so far

At Roorkee..... At other places Total